

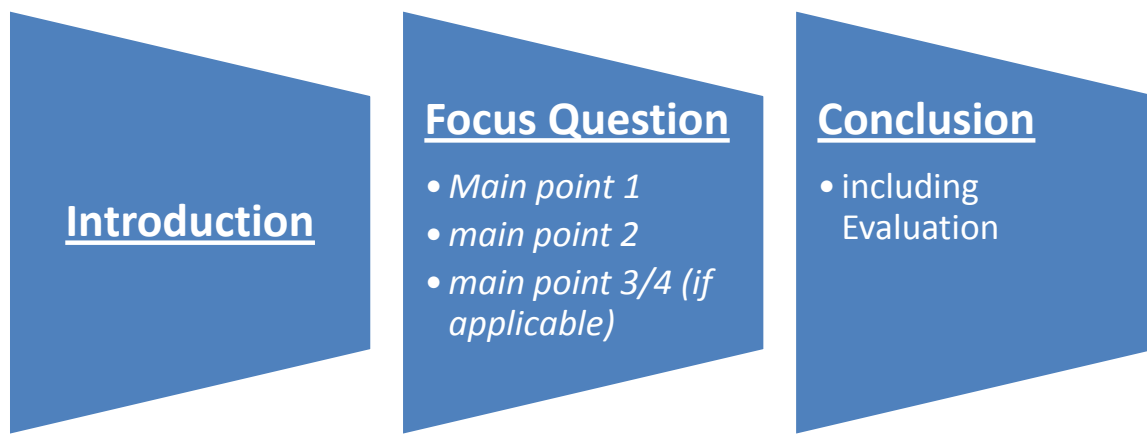


Y9FP

12- Report Structure

After having spent a great deal of time planning and research to answer your **focus question** of your chosen **topic** (through your 2, 3 or 4 **main points of research**), you need to now begin to put all of this together to **report your findings**.

As discussed, you can present these in any format you wish, but to best answer your focus question your report should follow the structure as outlined below.



What could be in each section?

Introduction

- *Definition of the topic*
- *Statement of the focus question*
- *Breakdown of the main points of research*
- *Methods of research (how did you research the answer to the question? Internet? Newspapers? Interviews? Surveys?)*
- *A reason for the choice of the topic.*

Focus Question

Main Point 1 (method can be repeated for other main points)

- *What did your sources tell you about this main point?*
- *Do you have any graphs/quotes/facts/figures that relate to this point?*
- *To what extent does this point answer the question?*

Conclusion

- *Comments on the main findings of the report (ie. to what extent has your focus question been answered?)*
- *What did you learn about the research process and yourself as a learner? (ie problems/successes of your report)*
- *What would you do different next time?*
- *Your opinion (if this has not been covered already).*